



HLC Accreditation Evidence

- 2530 – Course Attendance

URL: <https://internal.bartonccc.edu/policy/instruction>

Office of Origin: Vice President of Instruction

Contact(s):

- Vice President of Instruction

2530 – Course Attendance

Barton Community College aligns with the federal definition of Academically Related Activity (ARA) when addressing course attendance. At least one academically related activity shall be planned and recorded each course week to count as a week of instruction per federal regulations for federal aid. For classes running less than one week, ARA must be planned/recorded for each day of the class.

Academically related activities include, **but are not limited to:**

- Attending a class where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, webinar, or computer-assisted instruction;
- Attending a study group that is assigned by the school;
- Participating in an online discussion about academic matters; and,
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing;
- Participating in the school's meal plan;
- Logging into an online class without active participation; or,
- Participating in academic counseling or advisement.

The following elements are applicable to the management of course attendance:

- Faculty will share their attendance procedure as they administer it in their course syllabus and in review with students during the first course meeting.
- Faculty will maintain a weekly attendance record per Barton's institutional policy to comply with federal financial aid guidelines.
- Students are expected to attend all class meetings to fully benefit from the learning experience.
- Instructors have the option of making adjustments to a course syllabus throughout the class; however, any changes must be shared with students.
- Instructional departments may have varying attendance procedures in their courses.
- Non-attendance may prompt notification to the student, advisor and/or coach. Faculty members may utilize the Student Alert system to report attendance issues and request follow-up from Student Services. The Student Alert form is located on the College website at Faculty and Staff/Forms/Faculty Forms https://exsforms3.bartonccc.edu/faculty/student_alert.htm.
- Non-attendance may result in a recommendation to drop a class when absences have adversely impacted a student's grade. In this instance, it is the student's responsibility to drop the course.
- Non-attendance may result in a lower course grade and/or the possible recalculation and repayment of federal financial aid.
- When an absence is unavoidable, the student should initiate contact with the instructor(s) who may, in some instances, require verification. In some instances, an instructor may offer the student an alternative method of attending the class.
- Documented absences do not remove the student's responsibility to complete the class work missed.

- When an absence is related to a planned extracurricular activity (such as a field trip, fine arts production, conference, or intercollegiate event), the student and/or the assigned sponsors are responsible for one week's prior notification to the instructor(s). However, in unique situations when an absence is related to an urgent, yet unforeseen need, the student and/or the assigned sponsors are responsible for the timely notification of the students' instructor(s.) Further, if a student is absent from any class meetings because of a college-related activity, the student is required to complete missed class work. Failure to complete missed class work will adversely affect the course grade.
- Arriving late to a class will cause a student to miss important information and causes a disruption to the entire class. Tardiness may be counted as an absence.
- A student who requests to enroll late must have the Vice-President of Instruction's approval. If approved, students will be required to make up all required course activities and assignments.
- Students attending Barton Community College classes utilizing the Military (UOF) Scholarship will be dropped from their course(s) for non-activity/attendance in accordance with Barton Fort Riley / Barton Fort Leavenworth campus policy.
- Students taking Barton Online coursework are subject to drops according to the following non-activity/attendance schedule.
 - NON-ACTIVITY
 - Students using Federal Financial Aid (e.g. Federal Pell or Federal Direct Student Loans) must complete an academically related activity in their course(s) by the 1st Sunday of the session, or will be dropped for non-activity on the 2nd Monday of the session. Activity constitutes as completing the Pre-Test that is located in the course.
 - NON-ATTENDANCE:
 - Students using other forms of payment (not including FASFA) must demonstrate attendance in their course by the 1st Sunday of the session or will be dropped from the course on the 2nd Monday of the session. Attendance constitutes as completing a discussion, pre-test, assignment, or quiz.

Based on policy 1530

Approved by: President

Date: 11/16/07

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